

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. Post</b> Belmopan, Belize	<b>2. Agency</b> Department of State	<b>3a. Position Number</b> 310901100071 (D)
------------------------------------	---	--

**3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.**☒ Yes ☐ No**4. Reason For Submission**☐ a. Redescription of duties: This position replaces

(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

☐ b. New Position☒ c. Other (explain)

<b>5. Classification Action</b>	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Mail Clerk (D) FSN 130-05	04 (D)		
b. Other				
c. Proposed by Initiating Office				

**6. Post Title Position (if different from official title)**

N/A

**7. Name of Employee****8. Office/Section**

Management Section

**a. First Subdivision**

Information Resource Management

**b. Second Subdivision**

Mail Room (Diplomatic Post Office)

**c. Third Subdivision****9. This is a complete and accurate description of the duties and responsibilities of my position.****10. This is a complete and accurate description of the duties and responsibilities of this position.**\_\_\_\_\_  
Typed Name and Signature of Employee\_\_\_\_\_  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Supervisor\_\_\_\_\_  
Date(mm-dd-yy)**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.****12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**\_\_\_\_\_  
Typed Name and Signature of Section Chief or  
Agency Head\_\_\_\_\_  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Management or  
Human Resources Officer\_\_\_\_\_  
Date(mm-dd-yy)**13. Basic Function Of Position This is a DEVELOPMENTAL POSITION DESCRIPTION established at the FSN-04 level. Incumbent's promotion to the full performance level, FSN-05, will be contingent upon funding availability and satisfactory performance.**

Incumbent manages and ensures smooth running of all mail operations within the entire Diplomatic Post Office (DPO) and Diplomatic Pouch operation at post while serving all associated agencies. Duties include, but are not limited to: distributing incoming mail; collecting and checking outgoing mail for proper addresses, postage requirements, etc; receiving incoming unclassified diplomatic mail, sorting according to the subject matter, organization, or addressee and routing to the appropriate organization, section or person; preparing the diplomatic pouch for shipment, including preparation of pouch invoices, weighing and tagging pouch bags; distributing all mail to various offices and personnel within the embassy.

**14. Major Duties And Responsibilities**

(Continued on attached sheet)

## **15. Qualifications Required For Effective Performance**

### **a. Education**

Completion of Secondary School is required.

### **b. Prior Work Experience**

Two years of progressively responsible office clerical work experience is required.

### **c. Post Entry Training**

On-the-job training including DPO overseas postal operations training.

### **d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).**

Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.

### **e. Job Knowledge**

Must have a thorough knowledge of Department of State, DPO and/or associated agencies mail handling instructions. Must have a good working knowledge of the organization, functions, personnel, and practices of the agencies to which mail service is provided and must have good working knowledge of the local environment as it relates to the job duties.

### **f. Skills and Abilities**

A valid driver's license is required. Incumbent must be able to exercise tact and good judgment in dealing with the public. Good interpersonal skills are required for dealing with customers. Ability to perform moderately heavy work and lift up to 70 pounds is required. Lifting ability will be tested.

## **16. Position Element**

### **a. Supervision Received**

Incumbent is directly supervised by the Information Management Officer.

### **b. Supervision Exercised**

None.

### **c. Available Guidelines**

Mail handling instructions and procedures of the Department of State and Associated agencies. DPO postal regulations.

### **d. Exercise of Judgment**

Incumbent must use good judgment when interpreting and applying DPO regulations and instructions to specific situations.

### **e. Authority To Make Commitments**

None.

### **f. Nature, Level, and Purpose of Contacts**

Tact and diplomacy are required when making contact with officials and employees, when explaining mail regulations and procedures, and when making contact with personnel at the Belize International Airport and the Belize City Main Post Office.

**g. Time Expected to Reach Full Performance Level**  
One year.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES (Cont.)**

##### **Diplomatic Post Office (DPO)**

**60% OF THE TIME**

Incumbent is responsible for the overall management of all aspects of the Mission's DPO operations. Incumbent distributes incoming DPO mail, checks outgoing mail for proper addresses, postage requirements, etc., and seals prepared correspondence for mailing.

Incumbent ensures that signatures are on file for all registered packages received and shipped, organizes and files necessary forms used by the DPO system, collects personal mail to be sent and received via the DPO system.

Incumbent is required to know and understand DPO postal regulations and strictly adhere to them.

##### **Diplomatic Pouch**

**20% OF THE TIME**

Incumbent performs unclassified mail handling duties and on a shift basis, conducts daily runs (including weekends and holidays) to the Philip Goldson International Airport to deliver and retrieve diplomatic mail.

Incumbent receives incoming unclassified diplomatic mail, sorts according to the subject matter, organization, or addressee and routes to the appropriate organization, section or person.

Incumbent collects personal and official mail to be sent and received via the diplomatic pouch.

Under the direct supervision of the Information Management Specialist, the incumbent is required to prepare the diplomatic pouch for shipment, including preparation of pouch invoices and weighing and tagging of the pouch bags.

Incumbent is required to know and understand Department of State pouch regulations and strictly adhere to them.

Incumbent maintains a tracking system for all incoming and outgoing diplomatic pouch shipments, follows-up on any missing shipments or unreturned invoices, prepares shipment of excess pouch bags for forwarding to the Department, and calls in information on unclassified pouches for the assignment of an air waybill.

##### **Miscellaneous Mail Clerk Duties**

**10% OF THE TIME**

Incumbent is required to thoroughly screen all mail from both the Belize City Main Post Office and the Philip S. W. Goldson International Airport before transporting same to the Chancery building.

Incumbent manages receipt and delivery of mail dropped off at CAC1, and on a regular basis, meets with representatives from the post office, airlines, immigration and customs to ensure the proper handling and expeditious delivery of mail in accordance with U.S. DOD standard.

Incumbent is responsible for in-house distribution of mail to various offices/personnel within the Embassy.

**Other Duties**

**10% OF THE TIME**

Incumbent serves as back-up to the Receptionist/Telephone Console Operator in that incumbent's absence.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.